

**Position Vacancy Announcement
September 16, 2014**

**Government Information Intern
Adult Services Department**

Position Summary: The Kalamazoo Public Library serves as a federal depository library in the Federal Depository Library Program (FDLP) and holds several historical Michigan government, Kalamazoo city and county government materials. The Government Information Intern provides support in maintaining the physical and electronic collection of government information at KPL.

Duties and Responsibilities:

- Processes Federal Depository materials and local government documents received.
- Checks in materials sent by EPA, MiDEQ and other regional government agencies to KPL repository for public review.
- Re-shelves federal and state documents in closed storage collection.
- Assists with weeding and disposal of tangible Federal Depository materials, according to the Minnesota Region U.S. Depository Publications Disposal Guide.
 - Types withdrawal lists and offers lists of documents to be offered to Minnesota Regional library and the wider depository library community.
 - Mails out documents requested by other libraries from our offers lists.
 - Manually discards documents approved for disposals.
- Updates and maintains paper records.
- Other tasks related to distribution and maintenance of tax forms displays as assigned.

Minimum Qualifications:

- Currently enrolled in MLIS or MLS program, or as undergraduate student in History, Political Science or related program.
- Proficiency in Microsoft Excel 2010, Microsoft Word 2010, Microsoft Outlook and internet research, including library catalog searches.
- Ability to communicate clearly and professionally to library staff and diverse patron population.
- Evidence of excellent attendance, punctuality and dependability.

Desirable Qualification:

- Familiarity with library systems and processes, including the Dewey Decimal, Library of Congress and Superintendent of Documents classification systems.

Salary: \$10.00 an hour.

Schedule: 8 hours weekly, times to be determined per mutual availability of intern and supervisor. Schedule may be revised as needed, per semester.

A current application, resume and cover letter is required and should be sent to the attention of Terry New, Human Resources Manager at 315. S. Rose St. Kalamazoo, MI 49007 or jobs@kpl.gov. Applications are available in the Administrative Office or on our website at www.kpl.gov.

Deadline for applications: Friday, September 26, 2014 at 5:00 pm